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App F IX 4

*Previous References*
Ml 11-46 (117, 118, 137, 138)

1948-49
( Ml )

File No 86-48
Serial Nos 7,8

*Later References*
CM 26 54-167, 168,
LHH 65 ETX57

# GENERAL AND REVENUE SECRETARIAT

*Serial Nos* Two

**Part B for** Nov '48

**SUBJECT**

Draft rules for the working of the Municipal Stores

To The Comr, Mysore City Municipality (through The Prsdt)
" Comptroller to Govt
" Secy, Stores Purchase Committee
G O No L 1641 S/D 16-8-48
Approves the Rules with certain modification
To The Ml Comr Mysore City (through the Prsdt
No L 5471/D 18-11-48
Rejects the proposal to create a Separate
Wde C P C. in the Mysore City Mun-

5992
III

From, the president city Municipal Council
Mysore

To

Yr No. 3 P 131 dated 5-4-48

Forwards for sanctioning Govt approval of
draft rules framed by the Municipal Council
for the working of the Municipal Store

---

1) The above draft rules will be sent in
to the Comptroller to Govt for favour of
Scrutiny and remarks

2) P
12-4-48
Rev Secretary)
12/4/48

3) Yes
14/4/48

REVENUE SECRETARY
No 1132
Dt 12/5/48
GOVERNMENT OF MYSORE

Yrs No. 264 dt 4-4-48 from
forwarded with compliments to the Comptroller
to the Government of Mysore, Bangalore, for favour
of scrutiny and remarks

CLAD
COMPTROLLER'S OFFICE
U O No 510
Dt 12/4/48
Special Section
BANGALORE

By order
Superintendent

By
Personal Assistant
to Secretary to Govt
Rev Dept

496/12/5/48

U O No 397/CLAD dated 10-5-1948

Returned with compliments

5 The formation of a Central Stores and the appointment of a
Chief Store Keeper with additional establishment have very recently

been sanctioned by Government in their Order No L 11584-6/1 11-46-118 dated 24-2-47 The Central Stores has not yet been formed for want of accommodation etc , but a Chief Store-keeper has been appointed from 1-9-47 and he is supervising the work of all the Stores of the Municipality His pay has been fixed at Rs 90/- in the grade 90-6-150 from 1-12-47 pending sanction of Government

6) The transactions of the Municipality do not exceed those of a Public Works Division, where the pay of a store-keeper is in the grade 70-5-100 There is, therefore, no justification to have a Superintendent for the stores in the grade 150-10-200-20-300 Besides, the financial condition of the Municipality does not allow the entertainment of an establishment on a large scale and the maintenance of a Work-shop on the lines of Bombay and other Municipal Corporations, which have need for them and cannot afford to pay the cost of the same

7) The formation of a Central Stores with a Chief Store-keeper and other Establishment as sanctioned by Government on 24-2-47 seems quite sufficient keeping in view the resources and needs of this institution

8) The question as to who should be the administrative head of the Stores, whether the President or the Commissioner, has to be decided by Government According to the Municipal Regulation and Procedure in vogue in Bombay and other Corporations, it is the Municipal Commissioner, who is the executive and administrative head

9) The draft Rules framed for the working of the Municipal Central Stores which are on the basis of the rules obtaining in Provincial Municipal Corporations P W Department have been scrutinised and may be approved A novel feature of the Rules is that they provide for the constitution of a Committee for purchases of Stores on the Model of the Stores Purchase Committee

Comptroller

CV/10

Serial No

10) The Municipal Council, Mysore city Municipality have framed draft rules for the working of the municipal Stores The Comptroller to govt has ~~suggested~~ Scrutinised the same and has suggested that they may be approved

11) There are two important points for orders.—

1) Who should be the administrative head of the Stores, whether the president or the Commissioner ?

The Municipal Comm. Mysore city and the Comptroller to govt have pointed out that in Bombay and other Municipal Corporations it is the Municipal Commissioner ~~who is~~ being the Executive and Administrative head who is in charge of the Stores Quality of control over the staff is also another aspect of the question to be considered in the interest of the smooth working of the Stores

But the Municipal president urges that it would not be in consonance with the provisions of the Act or the Bye Laws in force to have the Municipal Comm. as head of the proposed Stores Purchase Committee and that the Council is definitely of the opinion that these functions should not be

NOTE—Contn Sheet.

5992
III

File No of 194

General and Revenue Secretariat

Serial No

delegated to the Municipal Commr

The necessity for a Committee of this kind is not clear as the transactions of the Municipality do not exceed those of a Division

12) II whether there is necessity to employ a Superintendent on Rs 150-10-200-20-300- in place of the existing Storekeeper on Rs 90-5-110 ✗

As the financial position of the Mysore city Municipality is not satisfactory and as the pay of the post of the Chief Storekeeper of the Central Stores has been recently revised it is doubtful if the Municipal Cmr can be approved

13 The rules framed by the Mysore city M C for the working of the municipal Stores are on the basis of those obtaining in the Provincial municipal Corporations and the Public works Department may have been sanctioned by the Committee He has stated them to be in order They may therefore be approved

In the interest of public policy,

14) it is necessary that the Municipal Commissioner should be the executive Head of the Civic Body as in Bombay & Madras Corporations

It involves with financial & administrative matters. He can exercise proper check over the work of the subordinates, as often the incumbent of the office will be changing from year to year & will not be in a position to have an insight into these matters

15) Perhaps of the post of the Chief Accountant, be up for reasons given by the committee, be up Rs 90-6-150 - where the present incumbent is getting the financial Condition of the City is very unsatisfactory It cannot afford to pay more

16) It is proposed to have a Stores Purchase Committee This is quite unnecessary It would not lead to a smooth working of the Stores if this is done After all, purchases are made after calling for tenders, subject to persons being more in the municipal budget

6

Rules for the working of Municipal Stores 1992 vol

Large purchases are also made with the previous sanction of Govt if necessary, the Govt Stores Purchase Committee (vide) approved firms only may be consulted by the Pol Commr Engineer in this view before effecting purchases

There is no need for having a separate Stores Purchase Committee in the Municipality itself specially for this purpose Suggestions may be received by the Govt Secy for the purpose

17 [illegible] 11/5/48

11278/31/1 Fin & Secy W I C) 1/6/48

18 The question here is more administrative than financial It is whether the proposed Municipal Stores should be under the control of the President and or of the Commissioner, and whether there should be a replica of the S P C in the Municipality On the first question I have no remarks to offer except that a Salaried Servant of govt would be more afraid to transgress the rules than one who is not such But I leave that question for final decision to the Administrative Secy

GENERAL & REVENUE SECRETARIAT * FINANCIAL U O NO FL 8645 7 JUN 1948 BANGALORE

19 I do not see why the municipality need duplicate the S P C The S P C will do the work of the municipality and by availing itself of the assistance of the S P C, the Municipality can avoid all suspicion and blame.

20 As regards the Storekeeper's pay I agree with the comptroller The financial con-

8645/X

5992 7

dition of this municipality is certainly bad and practice of severe economy is urgently indicated

Rev Secy wre) 9/6 US

9/6

21) The proposals in paras 13 & 17 supra are for orders.

11/6/48 Rev Secy 11/6/48

22) I agree with the opinion of the Fin'l Secy in para 18 supra

1) The rules framed for the working of the stores may be scrutinised

2) The Mul: Comr may perhaps Executive & the Head of the stores

3) The pay of the store-Keeper be only Rs 90-6-150/-

4) There appears to be no necessity to have a separate Stores purchase Committee - Whenever necessary the Cooperation & Consultation of the Govt stores purchase Committee may be sought

Refers Paras 13 to 17

12/6/48

THE MINISTER FOR CITY MUNICIPAL AND MUZRAI
No 2960
Da 14-6-1948

HL 5992

23) Draft Rules for Handling of Municipal Stores - Supply Depts -

I have through the letters of the Ind President, Ind Commr & the notes of the Comptroller, F Secretary and R Secretary and agree with the views of the Secretaries of the Ind Commissioner & the Comptroller

P Patel
18/7/48

24). Dft for Ld
for
19-7 48

25) Submitted with a draft - Sec.
for appl

Dfor
23 7 48

26) new secy for
Sec Mar

27) Appd
S
14/8

L 1641-43 & 16 8 48

To

28) issue as
the Commr mc m for 14/8 pm
Comptroller by post
Secy S. pre

State that the rules for the working of the Stores may be revised in the light of obsn in para 2 above and for printed and 5 copies thereof may be forwarded for reference

Rules for the working of the ML Stores in Mysore City Mly

ML
2733

Letter No M3 P131/47 dated 29th Sept 1948 from the President City ML CL, Mysore requesting sanction to the resolution of the ML CL dated the 25th Sept 1948 reiterating that it is necessary to have a Committee for purchase of stores

29) Submitted for orders 1 vide paras 19 and 22 in which it has been ordered that a separate Stores Purchase Committee is unnecessary and orders were accordingly issued in WOL 1641-3/ML 86-48-8 dt 16.8.48

A) The ML CL have reiterated their previous decision and request modification of orders in this regard for reasons set forth in the present letter

WOL 17-10-48 Fr 19 cover 30) This decision has been taken after careful consideration of the question, in consultation

ML 2703

with the Comptroller's financial secretary no new grounds have been advanced for necessitating the reconsideration of the orders already passed in the matter

new secy 20/x/48

6413 21/10

31) I agree - Refer para 23 supra

Secretary
C. Rels & Treaty

8
25/10/48

THE INSTITUTE FOR COMMONWEALTH AND AUSTRALIAN
No 1683
Date 29-10-1948

32) I do not think reasons to be considered. P Roberts
3/11/48

8
3/11

33) Dft reply please
7/11/48

34) Submitted with a draft for appl
for
9-11-48

issue
for
15/11/48

Issued 18-11-48

5-4-71 d 18-11-48

28
12-48

Encl MSP 131 ... Rules ...

Office of the President
City Municipal Council Mysore

*Date* 5th April 1948.

L & POLITICAL SECRETARIAT 5992 9 APR 948 ... M.U. TO P.A. BRANCH

*From*

P Sitaramiah, Esq B A B L
PRESIDENT CITY MUNICIPAL COUNCIL
MYSORE

*To*

Syed Abdul Aleem, Esq , B A ,
Secretary to Government,
Revenue Department,
Bangalore

8/4 ... GOVT OF MYSORE

MR 86-48-7

Sir,

Subject Draft rules for the working of the Municipal Stores

In forwarding herewith the letter dated 22-3-1948 received from the Commissioner, on the above subject, I have the honour to state that the draft rules approved by the Municipal Council and submitted herewith for the approval of Government contemplate the formation of a Stores Purchase Committee on the model of the Government Stores Purchase Committee This Committee will function just like the Health, Works and Town Hall and other Committees as an Executive Committee subordinate to the Municipal Council; and it will not be in consonance with the provisions of the Municipal Act or the byelaws in force to have the Municipal Commissioner as the Head of the proposed Committee Further the Act does not provide for an appeal against the orders of the Commissioner As in the case of other Committees, it is the President who should be the chairman of this Committee also The Council have resolved to this effect, after considering the suggestion that the word "COMMISSIONER" may be substituted wherever the word "PRESIDENT" is used in the rules The Council is definitely of opinion that these functions should not be delegated to the Commissioner

As regards the financial and other responsibilities, there is the Superintendent of the Stores, who has to furnish a cash security of Rs 1000/- and who will be resporsible for any shortage

The Commissioner has pointed out that there should be one Chief Executive authority and that there should be no duality of control over the staff The City Municipalities Act by no means purport to divest the President of the executive and administrative powers The

P T O

MC 2-22
&J



President has many executive functions and he is the executive and administrative head, although the Act may delegate certain functions for purposes of legalising certain acts done by the Commissioner for and on behalf of the Council The President as the Chairman of the various executive committees as well as in the capacity of the President of the Council, has ample executive and administrative powers and functions, and the Commissioner has to exercise his administrative and executive functions subject to the directions, control and supervision of the President in Council As such, it would not be correct to state that the proposed draft rules or the subject matter in question would end in duality of control of the staff

In these circumstances, I request that sanction of Government may kindly be obtained to the resolution of the Council No 694 dated the 28th February 1948, approving the rules

I have the honour to be,
Sir,
Your most obedient servant,

O Mohammad
President

DVS)

amc

Office of the Commissioner,
City Municipality, Mysore,
Dated 22nd March 1948.

FROM

N S HIRANNAYYA, ESQ MA,
*Commissioner City Municipal Council*
MYSORE

To

Syed Abdul Aleem, Esq , B.A ,
Secretary to the Government of His Highness the Maharaja
of Mysore, Revenue Department, Bangalore.

( Through the President, City Municipal Council, Mysore)

Sir,

Adverting to Government order No L. 11584-6/M1 11-46-118 dated the 24th February 1947 sanctioning the formation of a Central store for all the different sections of this Municipality and also scale of - establishment for the same, I have the honour to state that draft rules have been framed for the working of the central sotres on the basis - of the rules obtaining in the public Works Department, Railway Department and the Bombay Municipal Corporation These rules have been scrutinized by the Senior Local Auditor attached to this Municipality and by a Sub-Committee appointed by the Municipal Council and the latter have approved of the rules as per enclosed copy of their resolution No 535 dated the 23rd December 47.

The Council have also approved of the appointment of a Store-Superintendent in grade 150-10-200-20-300 in place of the Chief Store-keeper in grade 70-5-100 + 5/- C A sanctioned in the Government order referred to above ( now revised to 90-6-150 +15 C A as a result of general revision of scales of pay as in the other departments of Government), in view of the fact that he is to be an officer of some status to be invested with certain powers and duties working directly under the Municipal Commissioner and that he should be independent of the consuming departments such as the Health or Engineering sections This scale is the same as that proposed for the Octroi Superintendent in this - office so that both may be interchangeable One other object in the proposed conversion of this post, is to give some relief to the Health Officer and the Municipal Engineer in their work relating to the Stores

The extra cost involved in the conversion of this post is Rs 131/- 2/3 per month over the present sanctioned scale or Rs 100/- per month over the scale revised in the General Revision This will be more than compensated by the savings to be effected in the purchase of stores of good quality The extra amount required during the current year will be met out of the closing balance and due provision made therefor in the future budgets.

The Council have further resolved that a committee should be constituted for purchase of stores on the model of the Government Stores Purchase Committee and that all indents should pass through it and purchases made from the firms approved by this Committee. The modifications approved by the Council have been incorporated in the enclosed rules.

In the meanwhile, the appointment of a Municipal Commissioner and the election of a Non-Official President were sanctioned by the Government Since the Commissioner is the Chief Executive Officer of the Municipality, it was thought desirable that the word ' Commissioner ' should be substituted for the word 'President' wherever it occurs in the enclosed rules, since the supervision of the stores forms part of the functions of the Commissioner in whom all the - Administrative and executive powers are vested The subject was therefore placed before the Council. The latter have in their - resolution No 694/28-2-48 resolved that no such change is necessary Copies of the resolution of the Council dated 23-12-47 and 28-2-48 are enclosed for ready reference.

In this connection, I beg to state that in Bombay and other Cit Municipal Corporations, it is the Commissioner that is in charge of the ~~stores~~ stores I feel that there should be only one Chief Executive and Administrative officer in the Municipality in the interest of smooth and efficient work and that there should be no duality of control over the staff.

I request early orders of Government in the matter

I have the honour to be,
Sir,
Your most obedient servant,

Municipal Commissioner

PSK

Proceedings of the ordinary Meeting of the Municipal Council held on Saturday the 28th February 1948 at 4 P M in the Municipal offices

694 Office Note dated 4-2-48 regarding the substitution of the wor "Commissioner " in place of the word " President " wherever it occurs in the rules framed for the management and the control of Municipal stores

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No change is necessary as proposed in the note of the office rules framed be submitted to Government as drawn up

Sd P Sitharamiah
President

Copy.

Municipal Commissioner

PSK

Your most obedient servant,

Municipal Commissioner

PSK

6

Proceedings of the Ordinary General Meeting of the Mysore City Municipal Council held on Tuesday the 23rd December 47 at 4 P M in the Municipal Offices

535. Managing Committee resolution No 180/12-12-47 recommending approval to the rules framed for the manangement ~~of the control~~ of the car Municipal stores and the opinion of the Sub-Committee thereon

---

Approved

Sd N S Hirannavya
President.

Copy

Municipal Commissioner

PSK

Your most obedient servant,

PSK

Municipal Commissioner

Draft Rules for the working of the Central Stores of the Mysore City Municipal Offices

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1 The Stores Department shall consist of a Superintendent, two Assistant Store keepers and 2 peons and as many subordinates as may from time to time be sanctioned Proper security should be taken from the clerks in charge of stores and cash

The salary of the officials will be as follows

1 Superintendent 150-10-200-20-300(As of the Octroi Superintendent)
2 Two Assistant Storekeepers on 40-2-50-3-80 each
3 Two peons on 15-½-20

2(a)It shall be an independent Department, corresponding and transacting its business with the various departments of the Municipality and the public under the immediate control of the President

(b) The Municipal Council shall appoint a committee for sanctioning the purchase of stores All indents should pass through it, and purchases made from firms approved by it

3 For the purposes of the Stores Department, all Municipal Stores shall be divided into 2 classes, Special Stores and General Stores

Special Stores includes articles ordinarily required by one Department or one class of work only, as for instance, cast iron pipes, porcelain drainage pipes, cement

General Stores includes all articles which can generally be used by any department or the workshops, as for instance, nails, iron, paints, iron pots

4 The Superintendent shall be responsible for the purchase, issue and custody of all stores, under the orders of the President He shall see that contractors supply stores of the required description and quality, with the least practicable delay and that indents by Departments are promptly and carefully complied with,

P T O

complied with, that sanction exists for all purchases, that stores are not issued except on proper requisition signed by a responsible officer and in accordance with rules, that the stock in his charge is not only equal to meeting all the reasonable current requirements of the Municipality, but ~~xhx~~ that it is not ordinarily in excess of 4 months' requirements except when on account of special circumstances in any case the purchas or retention of a larger stock has been specifically ordered by the President, that the rates of purchase are not above fair ~~xx~~ market rates, that in the case of "Special Stores" he keeps in touch with Departments so as to prevent any delays to special works owing to "Special Stores" having run out of stock, that the stores in his charge are serviceable, that the stores received in his various depots are of the exact kind, description, weight and measure required by Departments, that in the case of Special Stores the necessary certificate of soundness and quality is given by the officers responsible for testing and passing them, that all unserviceable stores and scrap are returned from depots, stores that have deteriorated in stock so far as to be no longer of any use and all stores that have become obsolete are duly noted and arrangements made with proper sanction for their disposal by public auction or otherwise, that old but serviceable stock is issued to Departments on indent in preference to newly stocked articles of the same description,

That departmental officers are not permitted without the President's express permission to refuse to utilize old but serviceable stock and demand the issue of more recent purchases in lieu thereof,

That his books are posted up to date,

That the rates for his stores are represented by market rates,

That his accounts are regularly presented for audit,

That the Sub-depots do not become over-stocked at the expense of the Central Stores Depot, and

That his branch is worked efficiently on the general accepted principles of storekeeping and of accounting and in accordance with the law and the orders passed from time to time

The Account Books to be maintained are noted in the Appendix

4 Method of obtaining stores - General Stores may be obtained -

i by a contract running for a fixed term at fixed rates
ii by quotations obtained from well-known firms
iii by advertisement in the public papers
iv by purchase from a particular firm for specific reasons and
v by purchase from the general market without inviting quotations

5 Special Stores except on rare occasions when stock may have unexpectedly run out and an immediate demand is made by a Department, should be obtained -

i by quotations from well-known firms,
ii by advertisement in the public papers

6 All tenders invited by public advertisement and all quotations asked for from known persons or firms should be placed in sealed covers addressed to the President, City Municipal Council, Mysore, and superscribed "Tenders for the supply of " and delivered with or without deposit as the case may be, at the officeof the President before 5 P M Tenders or quotations submitted otherwise than herein prescribed should be declared beforehand to be liable to be rejected

7 Whenever it is necessary to invite quotations for stores of a special nature such as brass, brooms, boots, stoneware, cast iron or galvanized pipes, disinfectants etc , of which the value exceeds Rs 25, the Superintendent shall after ascertaining the needs of the Departments and the stock in hand and taking into account in the case of imported articles the time generally required for their delivery, include such proposals from time to time in his weekly Wants Book and not enter into lengthy correspondence on the subject, as this needlessly delays supplies Departments should endeavour to communicate their

r

requirements to the Superintendent from time to time in full detail as it is known that in such cases the Superintendent does not keep a large stock and while the responsibility for such supplies rests with the Superintendent Departments should assist so as to allow of the requisite formalities being gone through without matters being rushed

8 When inviting tenders for goods costing more than P 500 by notice in the papers, all well-known firms dealing in such goods should be furnished with a copy of the notice

9 For articles of constant use for which an exact description of quality or a specific brand of manufacture cannot be given, standard samples should be maintained for the guidance of tenderers and a complete detailed schedule of such standard samples should always be maintained by the Superintendent

10 In inviting tenders for the supply of such articles of stores as cannot be locally obtained, the Superintendent should see that in the absence of President's specific order curtailing the period, 6 weeks' time from the Monday following the date of advertisement ( or longer, if the circumstances demand), is allowed to intending tenderers to enable them to make enquiries as to rates etc

11 In case of purchases where no contract already exists, and where the expenditure is estimated not to exceed R 50, no quotations need be invited and after the item has been sanctioned in the Wants Book, the Superintendent should purchase the required articles at fair market rates

12 Orders for stores uncontracted for should be placed preferably with the regular contractor for supplies of a like description When, however, such contractor is unable to supply the required stores, they may be obtained from wholesale dealers in such articles

13 In rare cases where firms demand payment before the goods are supplied, the Superintendent may arrange to pay for them out of the Imprest or the President and out of this, a subimprest of Rs 10 left with the Superintendent to meet urgent demands

14 A register of all such purchases made at current market rates from time to time should be maintained and all articles appearing therein which are found to be frequently required should be entered in the appropriate Stores Schedule for the succeeding year, articles which are found to be only very occasionally required being excluded

15 In inviting quotations for purchases not exceeding Rs 100 in value, no tender or earnest deposit need be asked, and the demanding or not of a deposit from the successful tenderer will be decided by the President according to the exigencies of each case No regular written contract is entered into in such cases,

In the case of firms of repute, the President may specially exempt them from payment of a deposit when submitting quotations for goods, the estimated cost of which does not exceed Rs 1,000/-

16 In all other cases, a 5% deposit on the estimated cost should be demanded with tenders and an additional percentage deposit on the acceptance of the tender so as to make the total deposit equal to 10% on the contract amount Where, however, such additional percentage deposit exceeds Rs 1,000, 5% deduction from the bills for the supplies made may be allowed No refund of deposit shall be certified by the Superintendent without satisfying himself by inquiry of the Departmental officer concerned that all Municipal claims have been fully met by the contractors

17 In case of local firms, the Superintendent should submit the contract duly completed for the President's signature not later than one month or such shorter time as the President

may direct from the date of receipt by him of intimation

18 When full supplies are immediately made by the successful tenderer on receipt of the necessary order by the Superintendent, no written contract is necessary and none should be required whatever the amount involved

Purchase of Stores

19 All stores should be purchased by the Superintendent, except

a) Medicines, drugs and chemicals and surgical and bacteriological appliances and apparatus
b) machinery and plant
c) bulky articles of furniture
d) Seeds and earthen pots for gardens
e) Materials included in the annual repairs and petty works contracts
f) Stationery and drawing materials and drawing and surveying instruments and apparatus
g) such other articles as may, from time to time, be specified by the President

Such exempted articles should, wherever practicable, be obtained by Departments direct from contractors The Superintendent has no power to purchase any article required for stock or for immediate consumption without previous sanction except when the President expressly empowers him to do so in anticipation of sanction

20 Discretionary power is vested in the Superintendent subject to revision, if misapplied, to invite quotations for stores costing not more than Rs 200, in emergent cases, subject to subsequent approval by the President

21 When, as sometimes haprens, the Superintendent has intimated to indenting officers his inability to meet their demands and the stores indented for are not more than R 200 in value in each case and are urgently required, the concerned Executive officers are empowered to effect direct purchases of such stores by calling for quotations and immediately reporting the circumstances to the President and getting the approval of the President to the action taken President's sanction should be quoted on the bill in respect of such purcheses

22 The Superintendent shall live in the quarters provided for him, if any, and shall attend to any calls made on him for urgent work at any time of the day or night During his absence on leave or otherwise, proper arrangements must be made by him, with the President's approval, for the efficient disposal of work

23 Till the central stores building is constructed or one is rented, the several stores, viz , Health Stores, D P W Stores Farm Stores, Town Hall Stores, shall remain in their present buildings, the Assistant Storekeepers being responsible for the stores in their charge

24 Except in cases specifically exempted all stores must be obtained by departmental officers from the Superintendent to whom all indents signed by a responsible officer empowered in this behalf, should be sent, and with whom all arrangements should be made for the stocking of "Special Stores" Stores in the hands of Departmental officers should consist of either of tools and plant in actual use or of articles drawn from the Stores Department for purposes of imprest to the extent sanctioned by the President Articles drawn but not used or not likely to be used up soon should be returned to the Stores Department

Ordering of General Stores When the Superintendent finds that the stock of any item of General Stores is running below a safe limit, or when he receives an indent or things not in stock, he should have recourse to the Wants Book of Stores requiring President's sanction to be purchased As far as practicable no receipts should exceed the quantities sanctioned in Wants Book As in practice it will sometimes be necessary to receive small quantities of stores in excess of the quantities sanctioned, such excess may be permitted in audit up to 2%, the Wants Book being corrected to correspond to facts

The actual stock to be purchased will depend on the average consumption and on the balance in hand As some time must elapse between the date on which an entry is made in the Wants Book and the date on which the supply is made it will be necessary to arrange to stock stores for 4 months' consumption from the latter approximate date

To ensure uniformity in classification and prevent confusion in accounts, it is essential that the nomenclature in the Wants Book should strictly follow the classification in the Stores vocabulary

Special Stores One of the responsibilities of the Superintendent in regard to Special Stores is that he keeps in touch with Departments, so as to prevent any delays to special works owing to special stores having run out of stock The methods to be adopted to secure this end must be left very largely to the Superintendent's decision, but it might be mentioned that visits to departmental officers with subsequent confirmation in writing of the result of such interviews, and the furnishing of monthly statements showing the special stock held for each Department are two of the ways that will be attended with success It will be the duty of the Departments requiring Special Stores to aid the Superintendent by keeping him advised of any likely demand for Special Stores which may be suddenly required, and by periodical visits to the Storeyard to keep themselves acquainted with stock on hand

The ordering of all Special Stores and the invitation of quotations and tenders will be attended to by the Superintendent. Besides the duty of departmental officers as defined above in regard to Special Stores, such officers will be responsible for the drawing up of the Specification and the contract and will be required to obtain the President's sanction to the contemplated purchase before indenting on the Superintendent Such sanction when given will be communicated to the Superintendent

who will then take action to stock the articles in the ordinary course

All authorised purchases will be sent to the authorised vendor on the prescribed order form A fresh order shall be prepared on account of increase in the rate originally passed for payment or of retrenchment in the quantity from the original bills, or of supplementary items such as pattern charge facing or drilling charges, coolie hire etc ,

Circumstances such as delay in the supply of an article due to unavoidable reasons, inability to procure it, postponement of the work necessitating its use will arise from time to time necessitating the cancellation of orders for stores A statement showing details of all such orders and the reasons for their cancellation should be submitted by the Superintendent to the President every month

No order once entered in the Wants Book and placed with a party can be subsequently cancelled without the President's orders except where the Indenting Officer cancels the indent officially

The Superintendent shall prepare by the 15th May each year complete list of all outstanding orders for stores placed with him upto day, and shall take steps to get the outstanding orders completed by the 15th June

Receipt and booking of Stores The Superintendent shall see that all stores on receipt are weighed or weighed and counted or counted alone, as necessity may arise The stores actually received on passing the necessary test should be entered in receipt books, and no entries shall be made in the receipt books until the stores have been finally passed and the order form signed by the Superintendent The passing of the stores and the signing of the order forms showing that the stores

have been received and passed should be on the same day On the following day the ledgers should be posted in ink as regards quantity from the receipt books and the receipt book ledger folio filled in at the same time When the contractor forwards his bill it will be checked as regards rate, amounts, sanction and general completeness and accuracy, and on the bill being passed, the ledgers will be posted in regard to money values

Articles issued from the stores to contractors, if not utilized on the special works for which the stores were originally issued, may be received back into the stores with the joint approval of the ~~Chief Store Keeper~~ Superintendent and the Heads of Depaftments concerned under whose supervision such works are executed, provided that the articles returned are in sound condition and have in no way deteriorated For articles thus returned the contractors will be allowed the rate at which they were previously issued from stock In the case of - articles for which fixed issue rates per contract are not charged on issue, no rebate of the 10% supervision charge will be allowed on the return of the stores

Second hand stores should be kept separate and be borne on a separate ledger, the folios of which should be distinguished by the letter "S"

Serviceable second-hand stores requiring repairs received on Return Stores Memos should be sent with orders to the - Municipal workshops for repairs The Return stores Memos on which the stores were received from Departments by the ~~Chief Store Keeper~~ Superintendent should however be returned to departments duly valued according to their condition, the repair charges

debited by the workshops where the articles are repaired being subsequently added to the cost of the stores in the ordinary way Care should be taken that the value assigned plus the - repair charges does not exceed the usual second-hand price of the stores Should an article returned as unserviceable and accepted as such be subsequently found repairable it will be issued to the Workshops on indent, the repair charges debited to contingent charges in the usual way and any excess value that the articles thus has over the ordinary secondhand value will be credited to the department returning, to Miscellaneous Receipts

The weight of all unserviceable articles which are sold by weight should be taken as they come in and be duly recorded in the Return Stores Memo as well as in the ledgers

The ledgers should be closed on the 31st April and sanction of the President should be taken for sale of unserviceable - articles by auction or otherwise After the sale the weight or number as may be necessary of stores actually sold should be entered in red ink as sales against the totals in the - ledger Should there be any discrepancy the order of the - President should be obtained explaining the reason of the discrepancies

Duplicate orders and bills

If circumstances necessitate the preparation of duplicate orders or bills (a rare contingency) the orders should be certified as under before being passed for payment - Certified that the original order bill was not previously certified and passed on for payment, having been mislaid by the contractors office and being not traceable

Test of special stores

As a rule departmental officers test at the Central Stores the special stores purchased for them But when occasion arises for sending the articles to them for test, the articles sent for test should be entered in a Register On receipt by the Chief Store Keeper, of duly approved test reros, it should be seen that the articles are received back or duly receipted - indents furnished

Return of deposits.

After the supplies contracted for are completed and before the contract deposits can be refunded, the ~~Chief Store Keeper~~ Superintendents certificate is necessary that the supplies have been satisfactorily completed, that there are no charges to be recovered from the contractors and that there is no objection to the deposit being - refunded in so far as the Stores Department was concerned. In cases where Special stores are supplied, the departmental officer concerned shall also be afforeded an opportunity of certifying that there are no outstandings in respect of that particular contract due from the contractor and that the contract has been satisfactorily completed

Expediting bills.

On the 20th of each month a summary should be prepared showing the stores received during the previous month or months in respect of which bills have not been received at that date and steps taken to obtain the bills at once Contractors who persistently fail to submit their bills on due dates should be warned that laxity in this respect may result in their future tenders not being considered Continued laxity after this warning should be brought to the - President's notice for his orders.

Repaired articles

Occasionally it is necessary that articles should be sent to the Municipal workshops for repairs In such cases the Store keeper should clear his books both of the article and of its value de iting the workshops which will take the value on to a suspense - account " Stores Repairs Articles " When the articlex has been repaired, the repairing charges plus the value which on issue was debited to the Workshops will be brought on to the stores ledgers and the workshops thus relieved It is essential that when sending an article for repairs, the storekeeper should see that the article has previously been brought on to his books both as regards nu ber and value.

Indent for articles of tools and plant such as chairs, tripods caution and notice boards, carts ~~etc~~ C which are required to be maintained in the workshops need not pass through the storekeeper, but should be sent direct to the Engineer, so also articles - requiring repairs, which are to be brought into use again immediately by departmental officers If the articles to be manufactured or repaired are required to be kept in the stores department stock and issued from there for use when required they must be ordered through the Superintendent

The cost of repairs to new and second hand articles should be charged to " Purchases " and shown under the ledger head of the respective articles The extra cost incurred in making purchases at the risk and cost of contractors is debitable to their personal account and recoverable from any bill amount due to them In cases in which the purchases have been made on accont of defaulting contractors the money value to be entered in the ~~storekeeper~~ Superintendent's ledger will be valued at which the article shuld have supplied by such defaulting contractor and not the value paid to the party from whom the purchase has been made

ISSUES BY SUPERINTENDENT

Issues will ordinarily be made to departmental officers on requisitions sent to the Superintendent on the indent form and in no other way

In case of emergencywhen an indent form cannot be sent in advance a hand receipt form signed by a responsible officer or upper subordinate on duty should be left with the Superintendent before the stores are removed The indent form is in triplicate ( Appendix E ) The block copy is merely a memo, of the sending of the indents, the foil will be the indenting officer's record of the stores he has drawn, and the trefoil will be the Superintendent's voucher of issue Not more than four items should be entered in an indent with a blank line between ends Stores to be purchased from the open market at market rates, stores or articles kept at the branch depot, and special stores or articles which are not in general use by the indenting department, should have separate indents to themselves No item is to be entered on the line reserved for totals The wording of the stores vocabulary should be strictly adhered to

Indenting officers should have a separate indent for each job A job may have more than one indent, but two jobs should never be entered on one indent Should any one article on an indent not be at the time in stock, the Superintendent will strike it out when complying with the rest of the indent and intimate the fact to the indenting Officer, who should send a fresh indent for that one article which the storekeeper will retain till he can comply with it

The supplementary indent thus prepared should bear a new number but for facility of reference the words " Supplementary to No should be written on it

A register should be kept of indents remaining uncomplied with When the article indented for is received by the Superintendent from the contractor or the workshops it should be supplied, if the Superintendent already holds on uncancelled indent, but should he have no indent the Superintendent should send an intimation of the receipt to the indenting Officer with a view to obtaining an indent

It is desirable that indenting officers should vary the the approved type of any article as little as possible, as ~~Numerosity~~ multiplicity of types means more difficult accounting and storekeeping with greater chances of error and greater liability to waste

It will be the duty of the Superintendent to exercise a careful watch over any tendency to multiply types and report any demand for unusual types to the President for orders

No variation in the accepted standard or type should be permitted while a stock of the old standard or type is held, without the express sanction of the Commissioner/President

The indenting Officer will fill in all the columns on the three copies of indent, except those relating to " Rate " and " Amount " The Superintendent will complete these

When the Superintendent has complied with an indent and taken the receipt on the trefoil of the person actually receiving the articles, he should at once fill in the " Rate " and "Amount columns and total the amount in both forms and return the duplicate to the indenting officer He should retain the trefoil in his own office From this trefoil he should post his ledger and then enter the " Total Amount " in his " Abstract of Stores Issues " ( Appendix J )

All indents complied with must be entered in the Summary (Appendix A) and passed on to the Accounts Section of the Stores Office as early as possible after the issues are made and not later than 12 noon on the next working day Summaries must not be accumulated but sent one after another as they are ready

All indents from depots complied with on any one day must be sent to the Central Stores in time to reach it not later than 11 A M the next working day

Thus all indents complied with on any day should be in the Accounts Section by 12 noon the next working day the latest

Summaries of indents complied with must be made out on the day on which the materials are issued

As noted above, all indents complied with should be entered in the "Abstract of Stores Issues" There should be a separate "Abstract" for each Department At the close of the month each "Abstract" should be totalled, entered in the Account Current and sent to the Departmental Officer concerned for acceptance and return The acceptance should not take more than a week, as it will be merely a question of checking the numbers and amounts of indents, each indent being complete in itself The ~~Superintendent~~ Storekeeprs should report to the President any retention beyond one week of an "Abstract" by a departmental officer

In case of doubt or dispute the Abstract should be provisionally admitted in full without any alteration and reference made to the Storekeeper If the Stores Department and the consuming department cannot agree the point may be referred to the President for decision On the point at issue being settled the Storekeeper will prefer an undercharge or overcharge statement against the department concerned All mistakes and inaccuracies noticed subsequent to acceptance in any abstract should also be adjusted through such under and overcharge statements

The values of the stores issued in a particular month are to be adjusted in the accounts of that month and not in that of any subsequent month Under the operation of this rule, the value of all stores issued in the month of June in any year is to be adjusted against the Budget grant for the financial year ending 30th June

It is the duty of consuming departments to call for the indents covering the supply of stores within a week, if they have not been returned to them by the Storekeeper with the rates and amounts duly filled in

Objections of any kind by departmental officers must be raised as early as possible after the receipt of indents and should not be held in abeyance till the receipt of the Abstract of Stores Issues

Articles not accompanied by orders should be only of the character of special stores for which orders cannot always be issued prior to receipt All such articles should be brought to a special Test Register in form (Appendix V) When passed they should be brought at once on the Leager and entered in the daily statements and the Day Book

XVI "Special Stores" are generally ordered for a specific work It may and does, however, happen that an emergency arises which requires the use of such "Special" stores by a Department other than the one that ordered them As to whether such stores can be diverted even temporarily from their legitimate purpose is a question which the Storekeepr must decide on the merit of each case He certainly should not do so without consulting the office who ordered the stores originally It may, however, be laid down as a general rule, that such stores may temporarily be diverted from one Department to another, provided the original indenting Department has no objection and the stores can be replaced by the Storekeeper in time to meet any demand made on him by the originally

indenting Department

XVII Under this system the complete accounts of the Stores Department should be sent to the Accountant not later than the 20th of the month succeeding that to which they relate

All the statements referred to in the Accounts current must accompany it It is therefore necessary that such of the statements as have been sent by the Storekeeper to Heads of Departments must be returned to that officer duly certified and with proper debit or credit heads as the case may be, endorsed thereon for inclusion in the Account Current within a week from the date of the receipt of such statements in their respective offices

Sale of Stores

XVIII In addition to the issues to departments dealt with above there are sales of stores to Contractors and private parties

"Sales" can be for cash or for credit, and except to Contractors carrying on municipal works no sales of stores can be effected without the previous sanction of the President in cases where each article proposed to be sold does not exceed Rs 250/- in value, if the article is valued at more than Rs 250/ but less than Rs 500/- the sanction of the Standing Committee is necessary, for any article valued at more than Rs 500/- the sanction of the Municipal Council is required prior to sale

Articles required by Municipal Contractors for carrying out Municipal works can be issued if in stock without the specific sanction of the President provided that the departments on whose behalf the works are carried out require the issue

Articles cannot be specially obtained by the Municipality for stock on behalf of a Contractor unless it is expressly stipulated in the Contract that the municipality are to supply the articles

The Departmental Officer concerned should give timely intimation to the Storekeeper to enable him to stock the required articles and should furnish him with copies of the contracts

In recommending the issue of any of such stores to Contractors the Officer concerned must refer the Storekeeper to the contract for the work on which they are to be used to enable the Storekeeper to charge the Contractors in accordance with the rates provided in the contract

On the requisite sanction being obtained to any sale of stores to a private party, the Storekeeper will prepare a Cash Sale Memo form (Appendix G) in quadruplicate using carbon paper, the triplicate copy of which he will retain for posting his books and the other will be handed over to the purchaser, when he deposits the money The duplicate copy will form the voucher to cover the payment into the Accountant's office and should be sent with the block copy attached to it, the latter being returned duly signed by the Cashier and the Deputy Accountant in token of the receipt into the Municipal Treasury of the sale proceeds On the receipt of the book back into the stores Department the Assistant Storekeeper should immediately examine the signatures on the block copy Parties should be informed as far as practicable to draw cheques in favour of the Municipal President or order and to cross them

In the case of sale to a Contractor for a particular work cash is not to be paid Here the Adjustment Sale Memo which is in triplicate (Appendix H) should be filled in by the Storekeeper

Before the stores are issued to the purchasers, the latter should in person or by a duly authorized attorney sign all the three parts of the Sale Memo Form The block copy and the duplicate should be retained by the Storekeeper to post his books, and the trefoil should be forwarded marked "Original"

to the Department where the Contractor is working

The Department concerned will allocate the Sales Invoice form and submit it to the Head Accountant for debit to the Contractor's Account

In all cases of sales the money value to be credited in the Storekeeper's Ledger will be the "Book Value" of the articles and not the "Sale Price"

As each sale transaction is completed the sale will be entered consecutively in the Return of Sales of Stores There are two such separate returns, one for sale to private parties and the other to Municipal Contractors (Appendix I) A copy of the return of sales should be forwarded along with the "Abstract of Stores Issues" and the Account current to the Head Accountant

On all sales effected from the current effective stock, 10% supervision should be charged, unless such sale is specially exempted from such charge by the President

Contractors before removing storeware articles from the stores may refuse to accept any article which they consider in any way damaged or unsound These articles will then be marked and put aside to be retested and if the retest proves them to be sound, the contractors concerned will have to pay a fee of 15% of the value of each article re-tested, but if found unsound, no fee will be charged Proposals for the writing off the books of such unsound articles will then be submitted to the President

Issue of surplus and obsolete stores Isues of surplus and obsolete stores, whether to departments or private parties or contractors should be treated separately by the Superintendent and all forms used to record transactions in this class of stores should be distinctly marked "Surplus and Obsolete stores" in order tht the ledgers of the Superintendent may be correctly posted

Issue rate

Issue rate

The rate of issue to departmental officers will originally be the quantity of each article divided into the money value borne on the books Where it is possible to attach to any article sold to private parties or contractors the price originally paid for these very articles, the purchase prices plus supervision should be charged

Stores Ledgers

The main ledgers showing quantities and values should be maintained at the Central Stores, and they should be so arranged as to be capable of giving separately the quantities of stores for the Central stores, and different sections Each volume of the ledger will be provided with an index and the classification will be arranged alphabetically A separate heading should be opened for each article in stock, except that - articles of the same kind which do not differ materially in price may be grouped together Erasures and alterations should be avoided

Verification It will be the duty of the Store Superintendent and his assistants throughout the year to verify the stock from time to time and record the result in verification Reports which should be submitted to the President once a half year At the end of each year the verification of stores should be made by the Committee to be appointed by the Council Any serious excess or deficiency should be explained in the remarks column of the Verification Reports, and they should be accounted for by credit or debit to stock Adjustment Account in the ledger

Depreciation

While in theory there ought to be no necessity for depreciation or the writing down of the value of stores, in

practice it will be found occasionally or frequently, according as the Superintendent devotes more or less attention to the correctness of values and the purchase of stores, that writes-off will be necessary Such writes-off will be dealt with in the same way as losses requiring the Council's sanction

Sales of unserviceable stores.

At convenient periods the Superintendent will prepare lists of unserviceable stores which he considers desirable to sell by public auction and forward them to the President for sanction to their sale The President will accord such sanction subject to the report on the propriety of the Superintendent's proposals by a Committee of inspection to be appointed by him from time to time Only such stores as the Committee recommend, shall be sold after sanction by the President Any recommendations of the committee regarding repairs etc , to stores shall receive the Superintendent's prompt attention on receipt of the President's sanction

Review of year's transactions

As soon as possible after the close of the year the Superintendent shall review the transactions of the year and the stock that he has on hand and shall report to the President that stores borne on the books have so deteriorated as to be no longer capable of use or have become obsolete He shall at the same time make suggestions as to the disposal of these stores and shall explain the circumstances under which the stores which have become obsolete or deteriorated were not utilized The President will appoint a committee to consider such proposals and explanations, and shall with due sanction dispose of the articles in such manner as may be deemed most advantageous to the Municipality It shall be the duty of the Superintendent to further see that the stock of current stores at the close of any year is not in excess of ordinary requirements should stock be found to have been unnecessarily stored in excess of requirements, the Superintendent will be required to afford a full and satisfactory explanation

3

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1 Sl ..

er date of i nt
Or requisition

2 epart rt

ricles

3 Quantit ov ceipt

4 uantit by nu t r

5 ate

6 Per

7 tock in han

A uantity

B umb r

8 Qu rterl, consumption

A Quantity

B umber

9 erarks by the
storekeeper

10 umber of order

11 rom whom to e ordered

12 Schedule and Item numbers

13 erials

---

Order o Mysore 1947

To

Messrs

Please supply the undermentioned articles to the Municipal Stores

1 Schedule and Item Nos

2 Quantit

3 Initials of the receiving clerk

4 Initials of the witness

5 Rate

6 Per

7 Amount

8 Cost book number and page

9 Ledger number and page

---

[illegible]

1 [illegible]
2 [illegible]
3 [illegible]
[illegible]
4 [illegible]
5 [illegible]
6 Quantity
[illegible] Number
[illegible] Weight
7 Place of delivery
8 Receiving Clerk's initials
9 Ledger folio
10 Bill Register
11 Remarks

---

[illegible] OF [illegible] RECEIPTS DURING THE MONTH OF [illegible]

Name of the Supplier

1 Date of receipt
2 Order number and date
3 Amount
4 Date of payment
5 Voucher number

---

Appendix L.

Indent No. Dated

To the Superintendent, Mysore City Municipality

Please supply the undermentioned articles -

---

| Item No. | Articles | Quantity | Rate | Amount | Stores Ledger folio |
|---|---|---|---|---|---|
| | | | | | |

---

Indenting Officer

Received in full/except items noted

Actual Receiver

---

Appendix I

Municipal Workshop

Land receipt

Appendix F

Municipal Workshop

Hand Receipt

No

Ledger folio

| Article | Reference to order No & date | Approx rate | Per | Amt char |
|---|---|---|---|---|
| | | | | |

Appendix G

Mysore City Municipality

No Mysore

Dated.

Received from Mr

the sum of Rs

on account of the value

Storekeeper

Appendix H

Sales Memo No

Name of contractor & address

Name of work

Nature of contract

The undermentioned acknowledges receipt of the following articles from the Municipal Stores -

| Item | Articles | Quantity No | Quantity Weight | Rate | Per | Amount | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Total Rs

Authority for sale No dated

Purchaser

Appendix I

Return of sale of stores to private parties and municipal contractors during the month of 19------

| No | Names | Authority | Articles | Quantity | Sale price | Book value | Supervision pro-fit | Difference-Loss |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Appendix J

Abstract of stores issues during the month of 194.

to the Department

| Date of issue | Indent No | Indent date | Amount | Remarks |
|---|---|---|---|---|
| | | | | |

Total Rs

No date

Forwarded for certificate, endorsement regarding service head and return within one week

Superintendent

No date

To
The Superintendent

The above is a correct statement of the value of stores issued during 194 to the Department and admitted at Rs (in words)

Departmental Officer

Account current for the month of 194

| Dr | | | | Cr | | |
|---|---|---|---|---|---|---|
| To balance | As | As | Ps | | As | As Ps |
| Value of stores received | | | | Value of stores issued | | |
| Abstract of stores receipts from contractors | | | | Abstract of stores issued to Dept | | |
| Abstract of returned stores | | | | | | |
| | | | | By balance | | |
| | Rs | | | | Rs | |

Superintendent

Appendix C

Statement of stores transactions for the year ending 30th June19-

| Ledger folio | Article | Balance on 1-7-194 | Receipts during this year | Total Issued during year | Balance on hand Central stores | Balance on hand at depots | Next year ledger folio | remarks |
|---|---|---|---|---|---|---|---|---|
| Total | | | | | | | | |

Appendix F

Report of discrepancies in stores verified at Depot Date of survey

| Description | Actual stock Qu | No | Book Balance Qu | No | Excess Qu | No | Deficiency Qu | No | Rate R A P | Value Lx cess | Dec | Explr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

Date

Stock verifier

Superintendent

Appendix S

Register of sale of stores to private parties or contractors.

Mrs No. xxDxtxx

| Vt | No & Date | Name of parties | Particulars | Dr Balance on 1-7-47 | Amount | July to June |
|---|---|---|---|---|---|---|

Appendix U

No of
Statement showing corrections made in Wants Books

| ants Book no | Page No | Serial No | Order No | Description of articles | From whom purchased | Ordered | | Received | | Full reasons for the variation |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | wt | No | wt | Nol | |

Forwarded with compliments to the Chief Accountant It is requested that the above corrections may be made in the sheets in his office

Superintendent

APPL DIX V
Test Register

| D te | From whom received | Description | Quantity No | Quantity Wt | No of test memo sending for test | When received back | Date of entry in day Book | Rearks |
|---|---|---|---|---|---|---|---|---|

APPLNDIX W
No of 1930

Memo

The undermentioned articles ordered for your Department have been brought to this office by the Contractors, and are awaiting your approval of their quality

Superintendent

The articles have been examined with the result noted below
-----1948

Signature

## Appendix ZZ

Contract No of 19 Commissioner's No & Date, standing Committee's of Corporation Resolution.

No & Date C A 's In No and date Amount of deposit
Contract date of delivery.
Statement showing the details of supplied by

| Voucher Reg.No. & date | Names of articles | Rate per ~~amount~~ | Total amount | 5% Retention money. | 25% advance made | Balance paid | Initials |
|---|---|---|---|---|---|---|---|

Municipal Commissioner.

| Articles | Quantity Indented | Quantity inspected | Nos passed | Nos rejected | Remarks |
|---|---|---|---|---|---|

Appendix V

No of 19

Summary of Indents duly complied with on and passed on this day to the Accounts Section

| Serial No | Indent No | Indent Date on | Names of Department Depot, Yard or Suboffice, District, Division etc, to which articles are issued should be distinctly specified | Remarks |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

Issue clerk Storekeeper

Summary checked with Indents by
Date and amount columns in trefoils of Indents filled in by
Calculations and totals checked by
Bills checked and Ledgers posted by
Ledger-posting checked by
Indents entered in the Abstracts of Stores Issued by
Entries in the Abstract of stores Issues checked by
Duplicates of Indents carried by
Checked by

Asst Storekeeper

Appendix Z

List showing details of outstanding orders for the official year ending 31st March 19

| Names of Contractors | Description of Articles | From whom required | Quantity | Date of order | Reference to Indents Book No & page | Reasons for non-supply | Storekeeper's Recommendation |
|---|---|---|---|---|---|---|---|

57

Proceedings of the Government of His Highness the Maharaja of Mysore

Read - L. 1641-3/Ml 86-48-8 16/8/48

G O No L 1158-6 Ml 11-46-118 dated the 24th February 1947 sanctioning the resolution of the Mysore City Municipal Council, regarding the formation of a Central Stores for the Mysore City Municipality together with the establishment required therefor

2 Letter No M 3 P 131/47 dated the 5th April 1948 from the President, City Municipal Council, Mysore, submitting for sanction of Government, draft rules framed by the Municipal Council for the working of the said Central Stores, as approv by the Municipal Council at their meetings held o the 23rd December 1947 and 28th February 1948

3 U O Note No 397/CLAD dated 10th May 1948 of the Comptroller to Government on the subject

Order No L 1641-3/Ml. 86-48-8 16-8-48

In the Government order dated the 24th February 1947, read above, sanction was accorded to the formation of a Central Stores for the Mysore City Municipality, together with the requisite establishment The Municipal Council have now framed rules for the working of the same, some of the main features thereof being as follows -

(1) They are based on those in force in the P W D and the Railway Department and ~~some of the~~ Municipal corporations ~~(Madras or Bombay)~~

(11/2) They provide for the constitution of a Committee for the purchase of Stores on

the model of the Stores Purchase Committee constituted by the Government

(iii) they contemplate the creation of the post of a Superintendent of Stores in the grade of Rs 150-10-200-20-300 in place of the present Store-Keeper on Rs 90-6-150

(iv) The administrative control over the Stores is proposed to be vested in the President of the Municipal Council instead of in the Municipal Commissioner

2 After a careful consideration of the matter, Government are pleased to approve of the rules referred to above, with the following modifications -

(i) The Municipal Commissioner will be the Executive as well as the administrative head of the Stores Department as in Bombay and Madras Corporations

(ii) There is no need to create a separate Stores Purchase Committee as proposed, as purchases are made only after calling for tenders and large purchases are made only after Government sanction is obtained thereto If necessary, the assistance of the Government Stores Purchase Committee can be obtained by the Municipality

(iii) The pay of the post of the Chief Store-keeper which was fixed at Rs 70-5-100 in G O of 24th February 1947, has since been revised to Rs 90-6-150 Government consider that there is no need to revise further the scale of pay of this post to Rs 150-10-200-20-300 in view of the poor

for Secretary to Government

finances of this Municipality Moreover the transactions of the Stores do not also exceed those of a Public Works Division where the pay of the Storekeeper is only Rs 70-5-100 per mensem

3 The rules for the working of the stores may be revised in the light of the orders in para 2 above and got printed and five copies thereof forwarded to the Secretariat for reference and record

14/8/48

for Secy to Govt
Rev Dept
I for R.

To

The Commissioner, Mysore City Municipality
(through the PRESIDENT)

" Comptroller to Government

" Secretary Stores Purchase Committee

Ml 2733 40

Office of the President
City Municipal Council Mysore

No _____ Mzp 131/(9)-Rec Date 29th September 1948
Encl

From

P Sitaramiah, Esq B A B L
PRESIDENT, CITY MUNICIPAL COUNCIL
MYSORE

To

4/10

Janab Syed Abdul Aleem, B.A ,
Secretary to Government,
Revenue Department,
Bangalore

Sir,

Adverting to G O No L 1641-3/Ml 86-48-8 dated 16th August 1948, according sanction to the formation of a Central Stores together with the requisite establishment and also to the rules framed by the Municipal Council with certain modifications, I have the honour to state that while recording modifications referred to in the Government order, the Council observed that it is very necessary that there should be a Stores Purchase Committee in the Municipality just as in Government The Council was of opinion that the observation of the formalities of calling for tenders and the placing of orders for the articles after obtaining the sanction of the Council in the usual course takes considerable time before the articles could be secured and such a delay would greatly hamper the quick despatch of work It will many a time be necessary to make enquiries regarding the availability and the rate and other particulars relating to the articles to be purchased for the Municipality and the existence of a Committee would facilitate easy disposal of indents etc As the cost of the articles purchased by the Municipality amounts to nearly a lakh of rupees, the Council are of opinion that the existence of the Committee will also be helpful in checking the receipt and issue of the articles that are received and issued by the Municipal stores now and then The Council have therefore resolved that the Government may be addressed to retain the rules in regard to the creation of a Stores Purchase Committee In enclosing the copy of the resolution, I request you kindly to obtain necessary orders of Government in this matter very early, in order

Proceedings of the Ordinary General meeting of the Mysore City Municipal Council held in the Municipal Offices on 25th September 1948 at 5 P M

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221 Deferred subject No 145/31-8-1948 re the G O No Ir 1641-3/M1 86-48-8 dated 16-8-1948 according sanction to the formation of a Central Stores for the Mysore City Municipality, together with the requisite establishment and also approving of the rules with the modifications noted below

1 The Municipal Commissioner to be the Executive as well as the Administrative Head of the Stores department as in Bombay and Madras Corporations

2 that there is no need to create a separate stores purchase Committee, as purchases are made only after calling for tenders etc

3 that the scale of pay of the store-keeper be retained at Rs 60-5-90-6-150 and that the rules may be revised in the light of the above modifications

Recorded with the observation that the Committee to purchase stores is necessary as proposed by the Council The Government may be addressed in the matter

Sd E P Nanjappa,
Vice-President
& Chairman

Copy

29/9

President

29/9/1948

snr

No. 4 5471 Te 11-48 43

To The Municipal Commissioner, Mysore City Mlty

Thro The President)

~~City Municipal Council~~

Subject. Creation of a separate Stores Purchase Committee in the Mysore City Municipality

Sir, With reference to letter No M3 P131/47 dated the 29th Sept 1948 of the President, City Mlty Mysore on the above subject, I am directed to state that the Government see no strong

~~must as early as possible~~

reasons to ~~relevant~~ the
orders already issued in
the matter of ~~the~~ File No L1641-
ML 86-48-8 dated the 16th August
1948. Necessary action may be taken
to bring the rule in this behalf into
force immediately

Yours faithfully
for
15/11/48
for Secretary to Govt
for Revenue Dept
15-11-48